

PeopleSoft Printing the NDS Department Action Notices

September 11, 2006



REQUESTING A NDS DEPARTMENT ACTION NOTICES

Use the following navigation to 'NDS Department Action Notices' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Department Action Notices.

NDS Department Action Notices

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value


Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Find an Existing Value | [Add a New Value](#)



'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

On the following screen you need to Click 'Run'.

State Department Action

Run Control ID: 11000

[Report Manager](#) [Process Monitor](#) **Run**

Save **Return to Search** **Notify** **Add** **Update/Display**

The following screen shows the parameters for the report. The report is formatted to show best in adobe PDF format, so we recommend you select "Web" for the Type and 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger3 Run Control ID: 11000

Server Name: **PSNT** Run Date: 09/07/2006
Recurrence: Recurrence: Run Time: 9:33:17AM **Reset to Current Date/Time**
Time Zone: Time Zone: **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Department Action Notices	PER001_S	SQR Report	Web	PDF	Distribution

OK **Cancel**

When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.

State Department Action

Run Control ID: 11000
[Report Manager](#)
[Process Monitor](#)

At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380317		SQR Report	PER001_S	lberger3	09/07/2006 9:33:17AM CDT	Queued	N/A	Details
<input type="checkbox"/>	380307		SQR Report	NDSPR21	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	Details
<input type="checkbox"/>	380304		PSJob	NDSP201J	lberger3	09/07/2006 8:53:11AM CDT	Success	Posted	Details

[Go back to NDS Department Action Notices](#)

[Process List](#) | [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 380317

Name: PER001_S

Run Status: Success

Type: SQR Report

Description: Department Action Notices

Distribution Status: Posted

Run

Update Process

Run Control ID: 11000

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

Date/Time

Actions

Request Created On: 09/07/2006 9:37:39AM CDT

Run Anytime After: 09/07/2006 9:33:17AM CDT

Began Process At: 09/07/2006 9:37:56AM CDT

Ended Process At: 09/07/2006 9:38:11AM CDT

[Parameters](#)

[Message Log](#)

Batch Timings

[View Log/Trace](#)

Transfer

OK

Cancel

Then click the report name below to view the report.

View Log/Trace

Report

Report ID: 1274

Name: PER001_S

Run Status: Success

Process Instance: 380317

Process Type: SQR Report

[Message Log](#)

Department Action Notices

Distribution Details

Distribution Node: REFNODE

Expiration Date: 11/06/2006

File List

Name	File Size (bytes)	Datetime Created
PER001_S_380317.PDF	9,642	09/07/2006 9:38:11.143000AM CDT
Trace File	0	09/07/2006 9:38:11.143000AM CDT
Message Log	1,670	09/07/2006 9:38:11.143000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.

